

MINUTES
Agency
LOSS CONTROL COMMITTEE
MEETING
Date
Location

The Regular Loss Control Committee (Committee) Meeting (open portion) was called to order by _____, Chairperson at _____ a.m./p.m., date in the location. It was determined that a quorum was present. (Total membership – #; needed for quorum – # (half); total present – #)

APPROVAL OF MINUTES

The minutes of the date of last quarterly Committee meeting were previously mailed to the Committee Membership. The minutes were approved as submitted.

AGENDA

The agenda for the Committee Meeting was mailed, in advance of the meeting, to the committee membership.

Members present

_____ (#).

Members absent

Old Business

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

New Business

☒ Documenting Executive Session:

Motion was made by member's name and seconded by member's name, that the Committee enter into the "Executive Session", (closed meeting), electronically recorded ... Motion carried. Time _____ a.m./p.m. "Executive Session" Authority N.D.C.C. §§ 32-12.2-11 and 32-12.2-12.

All members named above were in attendance for the Executive Session.

Workers Compensation Loss Control Reports and Risk Management Division reports containing updated information since the date of last meeting were reviewed.

A motion was made by member's name and seconded by member's name that the "Executive Session" be closed. Motion carried, "Executive Session" closed at _____ a.m./p.m.

☒ Documenting "No" Executive Session:

Since there were no Workers Compensation or Risk Management claims or incident activity to discuss in Executive Session, it was the general consensus to forgo the Executive Session and continue the open session of the Loss Control Committee Meeting.

- XXXXX Other Business XXXXXXXX
- XXXXX Other Business XXXXXXXX

Future scheduled Committee Meetings

- Date – Location
- Date – Location
- Date – Location
- Date – Location

member's name moved and member's name seconded that the date of current meeting Committee meeting adjourn. Motion carried, meeting adjourned at _____ a.m./p.m.

Respectively submitted;

Member's name
Agency Loss Control Committee Secretary

Attachment: Attendance Roster for date of current meeting